



# **Administrative Office of the Courts**

---

## **Request for Proposals 09-05 AOC ISD PMO Enterprise Implementation Appendix A – Vendor Response Checklist**

## **Appendix A – Vendor Response Checklist**

Responses to the four major sections of the Proposal are to be submitted in the order noted below. The questions in each of the four sections are described below. All questions must be answered, the answers must be numbered to correspond to the appendix numbering, and all items must be included as part of the Proposal for the Proposal to be considered responsive, even though certain items may not be scored.

### **A. Submittal Letter containing the following information:**

1. Vendor Name.
2. Contact name, address, telephone number, e-mail address and fax number of Vendor's point of contact.
3. Provide a statement that no assistance in preparing the response was received from any current or former employee of the AOC whose duties relate(d) to this RFP, unless such assistance was provided by the county employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFP.
4. State whether any of the individuals that will provide services if the Vendor is awarded a contract is a current AOC employee or former AOC employee during the past two years. If true, state the individual's title and termination date.
5. If the Vendor has had a contract terminated for cause during the past five (5) years, describe all such incidents, including the other parties' names, addresses, and telephone numbers. Present the Vendor's position on the matter. Termination for cause is defined as notice to stop performance or delivery due to Vendor's non-performance or poor performance, and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the Vendor to be in cause. If the Vendor has had no such terminations for cause in the past five (5) years, so state. Poor contract performance may cause the Vendor to be eliminated from consideration. FAILURE TO DISCLOSE will result in disqualification of the Vendor and, if applicable, may be grounds for termination of any contract entered with the Vendor.
6. The Vendor must disclose any and all judgments, pending or expected litigation. If no such condition is known to exist, the Vendor shall warrant as such in a statement.
7. Explicit agreement from Vendor to adhere to all terms and conditions expressed herein.
8. Provide a statement that the price quoted in Cost Proposal constitutes a firm offer valid for ninety (90) days from the Proposal due date.
9. A section detailing how the Vendor meets each of the requirements under the Minimum Qualifications Section of this RFP.

10. Provide the earliest date on which you could begin work. Also include a range of subsequent possible start dates, in the event the AOC is unable to begin on your earliest date. Explain the risks to the AOC associated with these dates, if any.

**B. Response to Deliverables**

See RFP Section VII.

**C. Cost Proposal**

See Appendix B – Pricing Matrix.

**D. References**

Vendor must provide a list of at least three (3) references for which they have delivered products and services of similar size and scope. Include the company names, mailing addresses, contact names, telephone numbers, dates of service, contract value, and a brief description of the similar services you provided for them in the past. Provide references for Professional Services. AOC may contact referenced clients during the evaluation process. Please include other court systems or Washington State agencies if possible.